



Shrewsbury Public Schools

Patrick C. Collins, Assistant Superintendent for Finance & Operations

1 September 2016

To: School Committee

Subj: STUDENT ACTIVITY FUND AUDIT

Background

Student Activity Funds in Massachusetts are governed by MGL Chapter 71, Section 47. The Massachusetts Department of Elementary and Secondary Education [MA DESE] also provides further guidance via their recently published *Audit Guidelines for Student Activity Accounts*. The district has School Committee Policies #941 and 942 that regulate our Student Activity Funds on a local level.

In the spring of 2016 I engaged Scanlon Associates to conduct the required external audit which is to occur at least once every three years. I specifically asked them to focus their attention on our secondary schools where we have the largest amount of activity and transactions.

Per the School Committee policies I have enclosed their reports.

Independent Auditor's Reports

Two reports are enclosed; Shrewsbury High School Student Activity Fund, Independent Accountant's Report on Applying Agreed-Upon Procedures dated June 30, 2015 and Shrewsbury Middle and Elementary Schools Student Activity Fund, Independent Accountant's Report on Applying Agreed-Upon Procedures dated June 30, 2015.

Each report specifies several notes and findings to be remedied. Principals have received these reports and I will work with them to address each of the items noted. Further, I will continue to monitor progress of the remedies via continuation of my own annual internal reviews.

Future Actions

In accordance with the auditor's notes on School Committee policy, I will be making recommendations to specify checking account maximum thresholds for each of the funds. Additionally, I review the recently released guidance from the MA DESE to determine if any other policy changes should be made.